



**STATE OF MONTANA
DEPARTMENT OF CORRECTIONS
POLICY DIRECTIVE**

Policy No. DOC 4.3.1	Subject: GENERAL FOOD SERVICE OPERATIONS
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Section 3: Food Service	Effective Date: May 1, 1997
Signature: /s/ Mike Ferriter	Revised: 04/20/05; 03/16/09; 02/22/11

I. POLICY

The Department of Corrections will provide to the offenders confined in its facilities, nutritious, attractively presented meals, prepared in a sanitary manner.

II. APPLICABILITY

Facilities with full-scale food service operations that include the Montana State Prison, Montana Women's Prison, Pine Hills Youth Correctional Facility, and the private and regional facilities contracted to the Department of Corrections.

III. DEFINITIONS

Facility/Program – Refers to any division, prison, secure care correctional facility, correctional or training program, or community-based program under Department jurisdiction or contract. This term includes the facility building or residence, including property and land owned or leased and operated by the Department.

Administrator – The official, regardless of local title (division or facility administrator, bureau chief, warden, superintendent), ultimately responsible for the division, facility or program operation and management.

IV. DEPARTMENT DIRECTIVES

A. Management and Staffing

1. A full-time staff member, who is experienced in food service management, will supervise the facility food service operation. This individual will have:
 - a. specific job-related training;
 - b. a minimum of three years experience in food service management prior to assignment; and
 - c. the resources, authority, and responsibility to provide a complete facility food service program.
2. When appropriate, the facility administrator may contract in-house or off-site food services and will require contracted food service operations to provide an on-site food services administrator.
3. The facility administrator will:
 - a. provide adequate food service staffing to ensure that food services are in compliance with this policy; and

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- b. establish a staffing pattern that is appropriate to the size and needs of the facility in regard to offender population, physical plant, and equipment.
4. Facility policy will determine the extent to which offenders may be employed in food services.
5. To be employed in food services, offenders must have the appropriate medical classification in accordance with *DOC Policy 4.3.3, Food Service Safety and Sanitation*.

B. General Regulations

1. Food service loading and storage areas will be kept separate and sanitary.
2. Food service areas will include food preparation space based on population size, type of food preparation, and methods of meal service.
3. Adequate fire exits must be available. Ovens, grills, and similar equipment must have sprinkler and extinguisher coverage as required by fire safety regulations.
4. Dining space will be clean and sufficiently equipped to serve all offenders while offering adequate time for each offender to complete each meal.
5. Food service will provide sanitary garbage collection and disposal.

C. Facility Procedures

1. Written procedures and practice will provide for:
 - a. meals served under conditions that minimize regimentation;
 - b. direct meal supervision by staff members;
 - c. space for group dining except when security or safety considerations justify otherwise;
 - d. prohibition against serving meals in cells unless locked housing unit rules apply or it is necessary for safety or security, in which case a table or shelf and seating for meal periods will be provided unless safety and security issues prevail, e.g., isolation cell placement;
 - e. cafeteria facilities as preferable to offender waiter service;
 - f. a dining area with normal group eating arrangements;
 - g. conversation allowed during dining hours; and
 - h. appropriate eating utensils for all general population offenders including at least a fork and spoon or “spork,” which may include the use of plastic cutlery.
2. When offenders are not routinely absent from the facility for work or other purposes, provide at least three nutritionally adequate, palatable, and attractive meals, including two hot meals, at reasonable cost and at regular meal times during each 24-hour period.
 - a. there will be no more than 14 hours between evening meal and breakfast unless the facility is operating under emergent conditions or is in a lockdown status; and
 - b. variations may be allowed based on weekend and holiday food service demands if basic nutritional goals are met and changes are authorized by the facility administrator.

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3. Facility procedures will ensure that:
 - a. offenders receive an interim meal of appropriate nutritional value when they are held more than four hours awaiting commitment, release, or transfer;
 - b. rules include whether food may be taken from the dining area to housing units and if food can be kept in an offender's cell or unit;
 - c. the same meals may be served to offenders, employees, guests, and visitors with the exception of special diets in accordance with *DOC Policy 4.3.2, Menu Planning*. This does not preclude providing offenders with additional or alternative food items in special circumstances or as required for designated housing units; and
 - d. facility staff provide timely removal and disposal of all garbage.

D. Budgeting, Purchasing, Accounting, and Records

1. Written procedures and practice will specify that food service budgeting, purchasing, accounting, and record keeping practices include, but are not limited to:
 - a. food costs; purchasing of supplies at wholesale and other favorable prices and conditions, and food products raised or produced in the system;
 - b. a uniform system to accurately record the number, cost, and type of meals served to offenders, employees, guests, and visitors;
 - c. food expenditure cost accounting designed to determine cost per meal per offender;
 - d. published menus and waste information;
 - e. determination of and responsiveness to offender eating preferences;
 - f. refrigeration of food, with specific storage periods;
 - g. record of daily, monthly, and annual audits and inspections; and
 - h. record of food safety and sanitation program.

E. Security-related Issues

1. Facility procedures will provide for:
 - a. searching all delivery traffic and incoming supplies as well as garbage removal services. Persons bringing in prepared foods will comply with all facility search requirements;
 - b. adequate key and tool control, including inventory procedures for knives, other sharp implements, and keys, as well as poppy seed, nutmeg, cayenne pepper, and fermentable items such as yeast and uncooked bread dough, in accordance with *DOC Policies 3.1.13* and *3.1.14*; and
 - c. securing all food.

F. Exception to Policy

1. Exceptions may be made to this policy for offender special programs; however, all food preparation quality and nutritional standards must be met.

V. CLOSING

Questions concerning this policy should be directed to the food service director.

VI. REFERENCES

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- A. [2-15-112](#), MCA (2009) *Duties and Powers of Department Heads*
- B. 4-4313, -4314, -4315, -4326, -4327, -4328; ACA *Standards for Adult Correctional Institutions*, 4th Edition; 3-JTS-4A-01, -4A-02, -4A-03, -4A-13, -4A-14; ACA *Standards for Juvenile Correctional Facilities*, 2003
- C. DOC Policies 3.1.13, *Key Control*; 3.1.14, *Tool Control*; 4.3.2, *Menu Planning*; 4.3.3, *Food Service and Sanitation*

VII. ATTACHMENTS

None.